



Description and Guidelines for N.I.C.E. Block!

A Neighbors Building Neighborhoods
Capital Improvement Pilot Program

The NBN *N.I.C.E.* (Neighbors Initiating Community Enhancements) *Block!* Pilot Program encourages residents to work *with* City of Norfolk staff in identifying small capital improvement neighborhood project opportunities. The program's goals -- to improve neighborhood property values and standards, build strong neighborhood connections, as well as address the following City priorities:

- Accessibility, Mobility & Connectivity
- Environmental Sustainability
- Safe, Healthy and Inclusive Communities

Neighborhood Project or Improvement Opportunities

Capital Improvement Projects – neighborhood-initiated ideas, city-implemented projects of \$10,000-\$25,000

Residents' Roles:

- Help promote the program and distribute information packets in their communities
- Seek neighborhood support of project ideas
- Work together as neighbors to create and submit proposals for project ideas, including scope of work and project cost estimates

City Staff Roles:

- Advertise and promote the program
- Support and facilitate program needs
- Provide technical assistance as necessary
- Facilitate Review and Selection Committee process
- Manage selected proposed projects from implementation to completion

Program Guidelines

Who Can Submit an Idea?

Any Norfolk civic league or neighborhood association or group of concerned neighbors may submit ideas for consideration. All applications require the endorsement of the civic league representing the neighborhood.

A group qualifying as a civic league needs:

- Open membership to all residents of the neighborhood
- Officers (president, secretary, treasurer)
- Bylaws (a copy must be provided)
- Regular meetings and meeting minutes

Please note: If your neighborhood does not have a civic league but may be interested in forming one, contact the Bureau of Community Enrichment at 664-6772 or by email at: communityenrichment@norfolk.gov for assistance.

To be eligible, project ideas should increase neighborhood livability and/or provide connectivity to nearby amenities. Examples include but are not limited to:

- Bicycle facilities (including bicycle lanes, paths, permanently installed bike racks)
- Walkways/trails
- School bus stop shelters
- Foot bridges over wetlands areas
- Neighborhood gateways
- Traffic calming (including speed bumps, rotaries)
- Street furniture (including streetlamps, planters, bollards, taxi stands, fountains)
- Access to public beaches and waterways
- Pocket parks

Please note: *Selected project ideas will be implemented in City right-of-ways or on public property in the neighborhood of residency.*

Application Requirements

- Clearly explain the intended project idea
- Outline the neighborhood issue the project, if selected, will address
- Explain the anticipated benefits of the project to the neighborhood and residents
- In cases where initial landscaping enhancements are created, please provide a landscaping maintenance and sustainability plan and the extent of resident participation
- Demonstrate that the project idea has received civic league endorsement

Selection Process

Application Review and Selection

- All applications will be reviewed for eligibility. Incomplete or ineligible applications will be returned with a letter of denial.
- A committee comprised of City staff (Public Works, Planning, Recreation, Parks and Open Space), will recommend which projects will be selected. Final decisions will be made by the Assistant City Manager and Communications Director with an endorsement from Public Works
- Successful applicants will be notified by letter
- If applicable, applicants will be requested to sign an agreement stating the responsibilities and expectations of each party

Selection Criteria

Applications will be scored by a standardized set of criteria including:

- Level of resident involvement in project idea and proposal
- Benefit and impact to the community as a whole
- Extent to which objectives are feasible and project is realistic and well-planned
- Whether projects benefits will be sustained over time